

Date

Contact Person
Facility Name
Address
City, State, Zip

Dear _____:

The Department of Health's Centralized Unusual Event Unit has received the attached unusual event report form from your facility; however, it is being returned to you due to inadequate information. In March 2002, Public Chapter 508, also known as the health Data Reporting Act of 2002, was implemented and mandates all "unusual events shall be reported to the Department of health in a format designed by the Department within seven (7) days of the date of the identification of the abuse of a patient or an unexpected occurrence or accident that results in life threatening or serious injury to a patient." **This unusual incident report will not be considered acceptable by the department until it is received in a completed format.**

Thank you for your cooperation in this matter.

Sincerely,

Centralized Unusual Event Staff

cc: Regional Office

Date

Contact Person
Facility Name
Address
City, State, Zip

Dear _____:

This office is in receipt of the attached unusual event reported by your facility to the Department of Health, Division of Health Care Facilities. It has been determined, however, that the unusual event is not reportable according to the Health Data Reporting Act of 2002, the rules established by the Board for Licensing Health Care Facilities or the Interpretive Guidelines for Reporting Unusual Events developed by the Department of Health. The unusual event report is therefore being returned to your facility.

Sincerely,

Centralized Unusual Event Staff

August 20, 2002

Facility Name
Address
City/State/ZIP

RE: Unusual Event Transmission #

Dear Administrator:

We are in receipt of the corrective action plan for the above reported unusual event(s). Your plan of correction is acceptable.

If you have any questions, please feel free to contact this office.

Sincerely,

Regional Administrator